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TECHNICAL

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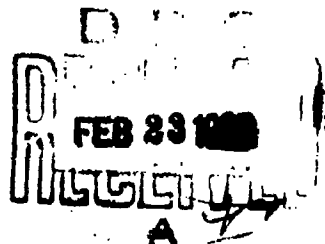
Director of Personnel

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Personnel Research in SDC: Reports and Papers

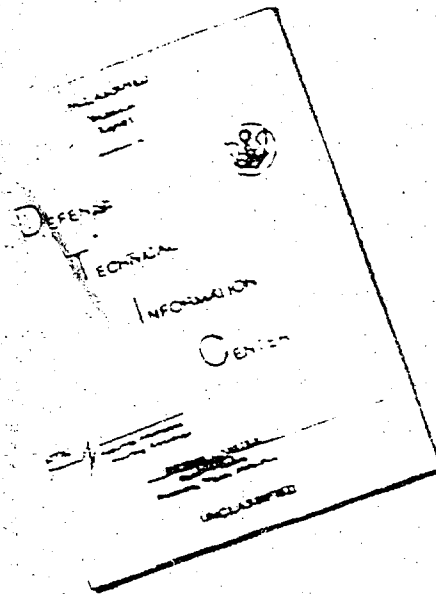
TM-2902/000/00, "Personnel Research in SDC: Policy and Program," describes the personnel research program in SDC. Volumes 1-9 of this TM outline the major areas of the research program. Reports and papers resulting from the program are listed in the present volume according to the SDC document series in which they appear. Documents approved for external distribution are indicated by an asterisk.

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NOTE: Some of these documents--System Development Corporation internal publications (AR's, N's, SD's)--are not ordinarily available to other than corporate personnel, but they may be released externally by special request. Other documents are "Limited." These are identifiable by the designation (L) and are available only with the consent of the author.

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Administrative Reports

- AR-3391: "Employee Benefits Cost Analysis," R. H. Bare, May 11, 1961. Presents the results of a study to determine the kinds and costs of SDC employee benefits.
- AR-3393: "SDC Terminations in 1960," D. K. Perry, May 12, 1961 (Company Restricted). A report of 1960 termination statistics gathered for the purpose of determining the amount and nature of employee attrition, expressed reasons for termination, and related information.
- AR-3402: "A Method for Estimating the Numbers and Labor Categories of Personnel which Can Be Supported by a Given Budget for a Direct Center," R. H. Bare, May 15, 1961.
- AR-3800: "Follow-through Survey of SDC Employment Candidates," D. K. Perry, August 31, 1961. Findings of a questionnaire survey (which identified and evaluated the major factors influencing candidates' decisions to accept or reject SDC employment offers) of candidates for exempt and programmer trainee positions with SDC during the last half of 1959 and the first half of 1960.
- AR-4032: "Clerical Skills Test Norms," D. K. Perry, January 23, 1962. Results of typing and shorthand tests for applicants, new hires, and experienced employees in six secretarial and clerical job groups. The test scores were accumulated from August 1959 through June 1961.
- AR-4131: "SDC Terminations in 1961," W. M. Cannon, March 27, 1962 (Sensitive).
- AR-4309: "Survey of Employment Candidates - Fourth Quarter 1961," D. K. Perry, May 11, 1962.
- AR-4499: "SDC Termination Analysis - January-June 1962," W. M. Cannon, August 31, 1962 (Sensitive).
- AR-4499/001/00: "SDC Termination Analysis - FY 1963 (July 1962-June 1963)," W. M. Cannon, Flora Young, August 1, 1963 (Sensitive).
- AR-4547: "Programmer Trainee Selection Test Data (October 1960-September 1962)," D. K. Perry, October 26, 1962. A quarterly report of score distributions of programmer trainee applicants and new hires.
- AR-4547/001/00: "Programmer Trainee Selection Test Data (October 1960-December 1962)," Mary Korman, February 15, 1963.
- AR-4548: "Clerical Skills Test Data (July 1960-September 1962)," D. K. Perry, October 26, 1962. A quarterly report of typing and shorthand score trends for clerical applicants and hires.

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AR(L) (continued)

AR-4008/001/00: "Clerical Skills Test Data (April 1960-December 1962)," Carol Pasceil, April 10, 1963.

AR-4023: "Survey of Employment Candidates - First Quarter 1962," D. K. Perry, February 28, 1963.

AR-4811: "System Requirements for the SDC Termination File," W. M. Cannon, May 10, 1963. Requirements for an automated SDC termination system designed to implement the collection, storage, retrieval, and analysis of termination data.

AR-4942: "Personnel Research Program, Fiscal Year 1964," D. K. Perry, August 30, 1963.

AR-4983: "Validity of the Programmer Trainee Selection Battery," D. K. Perry, October 14, 1963.

AR-5191: "Project Proposal: Experimental Testing of Programmer Trainees," D. K. Perry, April 30, 1964.

AR-5192: "Project Proposal: Analysis of Performance Groups for the October 1963 and April 1964 Salary Reviews," D. K. Perry, April 30, 1964.

AR-5193: "Project Proposal: Evaluation of Interviewer Judgments," W. M. Cannon, April 30, 1964.

AR(L)-5203: "SDC's Involuntary Termination Experience (October 1963 through March 1964)," F. J. Jasinski, May 15, 1964 (Sensitive).

AR(L)-5260: "Content Analysis of Exit Interview Narratives," W. M. Cannon, June 29, 1964 (Sensitive). Draft of AR-5372.

AR-5308: "Analysis of October 1963 and April 1964 Performance-Group Ratings," D. K. Perry, August 12, 1964. Relations of performance-group ratings to experience, skill area, and salary action.

AR-5308/001/00: "Analysis of October 1964 Performance-Group Ratings," D. K. Perry, March 15, 1965.

AR(L)-5319: "Impact of FY '64 Personnel Transactions upon SDC's Manpower Resource," F. J. Jasinski, September 10, 1964 (Sensitive). Presents selected data on SDC terminations in FY '64 and their implications for personnel management.

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AR's (continued)

- AR-5372: "Content Analysis of Exit Interview Narratives and the Revised Termination Checklist," W. M. Cannon, Mary Korman, November 23, 1964 (Sensitive). Final report of the research procedures and results of the item analysis of 2-1/2 years of exit interview narratives from which a revised checklist was developed.
- AR-5372/001/00: "Content Analysis of Exit Interview Narratives for Three Periods in SDC History," W. M. Cannon, Mary Korman, April 14, 1965 (Sensitive).
- AR-5449: "Work History File Operations Manual," D. K. Perry, March 30, 1965. Basic, complete reference of the work history file development and operation.
- AR-5505: "Project Proposal: Comparison of Employee and Terminor Attitudes," W. M. Cannon, April 30, 1965.
- AR-5579: "Project Proposal: Evaluation of EDPM Operator Selection Tests," D. K. Perry, August 2, 1965.
- AR-5621: "Performance Ratings of SDC Employees and Terminors," D. K. Perry, September 30, 1965. Comparison of performance-group ratings of voluntary terminors, involuntary terminors, and non-terminating employees.
- AR-5636: "Attitudes of Terminating Employees toward the SDC Benefit Program," W. M. Cannon, Janette Lehnertz, November 8, 1965. Presents compiled data reflecting the benefit-related attitudes of exempt and non-exempt terminors leaving SDC during the first ten months of CY '65.
- AR-5694: "Sex Differences in Salary Status among SDC Data Processing Employees," D. K. Perry, January 27, 1966 (Sensitive). An analysis of the hypothesis of differential salary treatment of men and women within SDC, using data processing employees as the sample.
- AR-5730: "Project Proposal: Salary Perceptions of Scientific-Professional Personnel," D. K. Perry, March 31, 1966.

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Field Notes

- FN-5839: "Summary of Results of Follow-through Survey of SDC Employment Candidates," D. K. Perry, September 25, 1961. A non-technical summary of the material in AR-3800.
- *FN-5975: "Follow-up Validation of Programmer Selection Tests," D. K. Perry, October 31, 1961.
- *FN-6371: "Computer Programmer Selection Testing," D. K. Perry, March 21, 1962. Summarizes a number of studies from SDC as well as other organizations of the validity of tests for predicting training and job performance of computer programmers.
- *FN-6900: "Programming Selection Procedures - 1962," D. K. Perry, September 24, 1962. Additional information on programmer test validation studies and results of a questionnaire survey on the application of psychological tests to programmer selection.

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Notes

- *N-17370: "SDC Computer Programming Personnel Research," D. K. Perry, February 28, 1963.
- N-21636: "Identification of Data Processing Job Groups: A Personnel Research Proposal," D. K. Perry, May 27, 1964.
- N-21636/001/00: "SDC Programmers' Responses to EPRG Task Statements," D. K. Perry, June 30, 1965. Results of SDC participation in the programming task analysis project of the USC Electronics Personnel Research Group.
- N-21636/002/00: "Topics of Field Programming Activity," D. K. Perry, August 10, 1964. A summary of one aspect of the data collected in an analysis of field programming jobs.
- *N-21636/003/00: "Data Processing Task Items," D. K. Perry, April 30, 1965. Presents a set of data processing task statements to be sorted by individual programmers in order of importance to describe their jobs.
- N-21636/004/00: "Data Processing Job Analysis: Data Collection and Analysis Plans," D. K. Perry, June 7, 1965.
- N(L)-21657: "Tentative Task Analysis of the SDC Programming Activity," W. M. Cannon, June 5, 1964. Summarizes procedures and results from an analysis of the descriptions of the SDC programmer and programming tasks, gathered from 22 senior programmers and programming instructors.

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SD's

SD(L)-3422: "Development of Norms and Standards for SDC Clerical Skills Tests," D. K. Perry, December 12, 1960 (Company Restricted).

SD(L)-3441: "Use of Psychological Tests in Selection of Q-7 Operators," D. K. Perry, April 13, 1961.

SP's

- SP-653: "The Selection of Programmer Trainees," D. K. Perry. Presented to the Special Interest Group on Programmer Training of the Los Angeles Chapter of the Association for Computing Machinery, on January 7, 1962. No SDC printing.
- SP-671: "Computer Programmer Selection Testing," D. K. Perry. Presented to the Personnel Testing Council of Los Angeles, on February 7, 1962. No SDC printing.
- SP-1536: "Gathering and Analyzing Personnel Information," D. K. Perry. Presented to the Advanced Workshop on Research in the Personnel Profession, UCLA Extension, on February 5, 1964. No SDC printing.
- SP-1638: "Selecting, Administering, and Evaluating a Modern Psychological Testing Program," D. K. Perry. Presented to the 14th Annual Conference, International Association of Personnel Women, on May 7, 1964. No SDC printing.
- *SP-1963: "Percentage Difference vs. Regression in Constructing Application-Blank Keys," D. K. Perry, July 14, 1965. Presented to the 45th Annual Convention, Western Psychological Association, Honolulu, Hawaii, on June 14, 1965.
- SP-2058: "Analyzing Jobs for Selection Purposes," D. K. Perry. Presented to the Personnel Testing Council of Los Angeles, on May 5, 1965. No SDC printing.
- SP-2116: "Toward a New Vocational Interest Scale for Computer Programmers--A Procedural Report," W. M. Cannon. Presented to the 3rd Annual Conference of the Computer Personnel Research Group, St. Louis, Missouri, on June 18, 1965. No SDC printing.
- SP-2329: "Development of a Computer Programmer Key for the Strong Vocational Interest Blank," D. K. Perry, W. M. Cannon. Presented to the 1966 Western Psychological Association Convention, Long Beach, California, on April 29, 1966. No SDC printing.
- *SP-2348: "Vocational Interests of Computer Programmers," D. K. Perry, W. M. Cannon, March 15, 1966. Journal of Applied Psychology, in press.
- *SP-2448: "Research Project Designs: Salary Prediction of Professional and Scientific Personnel," D. K. Perry, March 15, 1966. Submitted to the Division of Industrial Psychology of the American Psychological Association for consideration for the James McKeen Cattell Award for 1966.

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SP's (continued)

- SP-2415: "Vocational Interests and Success of Computer Programmers," D. K. Perry. Presented at the 1966 Symposium on Interest Measurement, University of Minnesota, Minneapolis, Minnesota, May 19-22, 1966.
- SP-2425: "Automation, Work, and Leisure," W. M. Cannon. Presented to the Joint Conference of Methodist Women, Santa Monica, California on January 20, 1966.

Technical Memoranda

- *TM-1688: "Comparison of Five-minute and Ten-minute Typing Test Scores," Mary Korman, January 6, 1964.
- *TM-1721: "A Study of the System Scientist. Phase I Report: Definition of the System Scientist," W. M. Cannon, January 28, 1964. Summarizes the tasks and qualifications required of system scientists, as derived from interviews with 60 senior SDC staff members.
- *TM-1722: "Appendices to a Study of the System Scientist. Phase I Report: Definition of the System Scientist," W. M. Cannon, January 28, 1964.
- *TM-2171/001/00: "Prediction of Programmer Trainee Success from Employment Questionnaire Data: Collection of Data and Construction of Keys," D. K. Perry, December 8, 1964.
- *TM-2171/002/00: "Prediction of Programmer Trainee Success from Employment Questionnaire Data: Validation of Initial Keys," D. K. Perry, October 25, 1965. Validation and comparison of the experimental keys presented in volume 1 of the series.
- *TM-2172: "Training and Job Performance Validation of Programmer Trainee Selection Variables," D. K. Perry, December 19, 1964. Validation of test and background data against criteria of training and job performance.
- *TM-2173: "Validity of Programmer Trainee Selection Variables," D. K. Perry, December 9, 1964. A non-technical summary report of the findings and implications presented in TM-2172.
- *TM-2207: "Characteristics of SDC Programmer Trainees and Applicants," Mary Korman, January 18, 1965. Presents data descriptive of SDC programmer trainees and programmer trainee applicants between June 1955 and October 1964.
- *TM(L)-2207/001/00: "Normative Data for Programmer Trainees and Applicants," Mary Korman, May 14, 1965.
- *TM-2234: "Computer Programmer Selection and Training in System Development Corporation," D. K. Perry, G. Cantley, February 2, 1965. Summary and history of SDC's programmer training activity.
- *TM-2375: "Prediction of Clerical Tenure from Employment Questionnaire Data," D. K. Perry, Joan Martin, April 23, 1965.
- *TM-2445: "Development of the SDC Shorthand Test, Form 2445-10-00, Rev. 10, 1965.

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TM's (continued)

- *TM 1: "EPRC Programming Knowledge Test," D. K. Perry, August 16, 1965. Results of an experimental test of programming knowledge being developed by USC's Electronics Personnel Research Group which was administered to 45 SDC programmers.
- *TM-2655/001/00: "Project Summary: Vocational Interests of Computer Programmers," D. K. Perry, W. M. Cannon, October 15, 1965. Summary of procedure and results of a study in which the Strong Vocational Interest Blank was administered to 1378 computer programmers in business, industry, education and government, in order to obtain data with which to construct a Programmer interest key for the SVIB.
- *TM-2655/002/00: "SVIB Scores and Programmer Key: Vocational Interests of Computer Programmers," D. K. Perry, W. M. Cannon, October 15, 1965.
- *TM-2655/003/00: "Heterogeneous Key Development: Vocational Interests of Computer Programmers," D. K. Perry, W. M. Cannon, December 30, 1965.
- *TM(L)-2683: "Clerical Aptitude Test Norms for SDC," D. K. Perry, October 25, 1965. Presents normative data for the General Clerical Test, standardized on SDC employees, for four clerical and support job clusters.
- *TM(L)-2789: "Final Report. Sample Survey of Faculty Supplementary Employment and Income During 1965: University of California and California State Colleges," D. K. Perry, December 30, 1965. Results of a study conducted for the Coordinating Council for Higher Education, State of California.
- *TM-2902/000/00: "Personnel Research in SDC: Policy and Program," D. K. Perry, March 25, 1966. Summarizes the personnel research policy and program in SDC and outlines the topics to be covered in the subsequent TM-2902 series documents.
- *TM-2902/005/00: "Personnel Research in SDC: Employee Compensation," D. K. Perry, March 29, 1966. Summarizes studies reported in the literature on psychological aspects of employee compensation, and presents an outline of the present and proposed research being done in this area within SDC.
- *TM-2902/010/00: "Personnel Research in SDC: Reports and Papers," Joyce Mansfield, April 1, 1966. Presents a listing of reports and papers prepared by the Personnel Research staff of SDC.

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Other Documents

"A Further Analysis of the Programming Questionnaire," R. H. Bare, January 15, 1960 (Sensitive). A follow-up study of a 1958 questionnaire used in a survey of the attitudes of programmer personnel toward job variables; presents statistically the independent dimensions which account for the interrelations among these variables.

"Turnover Analysis for Programmers," R. H. Bare, January 15, 1960 (Sensitive). Presents the procedures and results of a study to identify variables relating to the turnover of programmers at SDC.

"Analysis of Programmer Turnover and Attitudes," R. H. Bare, January 15, 1960 (Company Restricted Information). A non-technical report summarizing and relating the findings from the two above reports.

"Comments from the Programming Attitude Questionnaire," R. H. Bare, April 8, 1960, M-6352 (Company Restricted Information).

"For the Secretarial-Clerical-Administrative Inquirer," Ann Bruno, 1960, BP-35. Prepared as recruiting literature.

"Activities and Functions of SDC Human Factors Personnel," D. K. Perry, January 8, 1961.

"Across-Industry Comparisons of Annual Termination Rates," W. M. Cannon, January 14, 1963.

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